

SUPPLEMENTAL JOB DESCRIPTION

Classification: PSYCHOLOGICAL ASSOCIATE I

Function Code: 7179-041

Position Title: TREATMENT COORDINATOR
05

Date Established: 8-26-

Position Number: 9T669
8/25/05

Date of Last Amendment:

SCOPE OF WORK: Evaluate and diagnose delinquent youths in secure care. Develop treatment plans, supervise line staff, interns, and volunteers. Manage youth in crisis. Liaison with families, other agencies, and courts.

ACCOUNTABILITIES:

Develops treatment plans which address youths' secure care issues.

Maintains communication among the team through direct or delegated contact by phone, FAX, E-mail or in written reports.

Delivers psychotherapy to the youths in individual, groups and family models. Supervises direct care staff in their delivery of individual and group counseling.

Delivers substance abuse counseling to the youth in individual, group and family. Supervises direct care staff in the delivery of substance abuse counseling.

Develops behavior modification programs for certain referred youth.

Brings effective resources to the treatment team for review, training, and implementation.

Maintains records and data on youths' progress. Compile timely reports. Testify in Court.

Upholds high quality professional standards for direct care staff to emulate. Enforces ethical, legal and policy standards through example, investigation, discussion and correction.

Must perform accountabilities in accordance with established safety policies and procedures.

Communicates with supervisors regarding issues related to workplace safety.

MINIMUM QUALIFICATIONS: See Class Specification for Psychological Associate I

EDUCATION: See Class Specification for Psychological Associate I.

EXPERIENCE: See Class Specification for Psychological Associate I. Experience addressing substance abuse issues with at-risk youth. Licensed Alcohol Drug Abuse Counselor preferred.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I HAVE REVIEWED THE CONTENT OF THE ABOVE JOB DESCRIPTION WITH MY SUPERVISOR.

Employee's Name and Signature:

Date Reviewed

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's name, title and Position #: _____

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved